

**ASSISTANT CHIEF OF TRAINING
STUDY GUIDE**

A written examination for the class of **ASSISTANT CHIEF OF TRAINING** to be administered in **BOSSIER CITY** on **APRIL 12, 2016**, will consist of approximately **104** multiple-choice questions. The examination will test your knowledge in the following subject areas:

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
TRAINING Knowledge of the procedures for evaluating the training needs of the department and for developing and implementing an effective training program, including serving as an instructor.	14.4%
FIREGROUND OPERATIONS Knowledge of fireground operations sufficient to train department personnel in areas of basic fire fighting, nozzle and hose handling, forcible entry, fire streams, ventilation, salvage and overhaul, rescue, fire attack, pump operations, and hazardous materials.	19.2%
TOOLS AND EQUIPMENT Knowledge of the care, operation, and correct uses of all fire department tools and equipment in order to train department employees in the use of these, including the following: protective breathing apparatus, ladders, and extinguishers.	4.8%
MEDICAL PROCEDURES AT THE EMERGENCY SCENE Knowledge of first aid practices and procedures, including CPR and emergency medical services, sufficient to train departmental employees to perform these duties at the scene of an emergency.	4.8%
FIRE PREVENTION AND INVESTIGATION Knowledge of fire prevention and inspection procedures, sufficient to train departmental employees in performing fire inspections and fire investigations; and the collecting of information for pre-fire planning.	6.7%
SAFETY Knowledge of the procedures to minimize risk and prevent accidents and injuries in the performance of fire department tasks, and to demonstrate safety practices and equipment in order to train department employees in this area.	4.8%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
FIRE SERVICE MANAGEMENT Knowledge of the principles of effective fire service management, involving researching, planning, organizing, and directing the operations of the training division; making recommendations on departmental purchases; and inventory control.	16.3%
RECORDS AND REPORTS Knowledge of effective records-keeping practices, including preparation and content, and knowledge of effective report preparation procedures, including the organization of information into an effective written format for reports.	4.8%
SUPERVISION Knowledge of the practices and techniques used in effective supervision in order to plan, organize, direct, and evaluate the work of subordinates, to resolve conflicts, and to maintain discipline.	19.2%
PUBLIC RELATIONS Knowledge of effective public relations practices which foster a positive public image of the department through contact with other public service agencies, the public.	4.8%

REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

PRIMARY REFERENCE MATERIAL

EFFECTIVE SUPERVISORY PRACTICES, International City Management Association (ICMA), 1120 G Street, N.W., Washington, D.C. 20005, 4th ed., 2005.

NOTE: Obtain through LSU Firemen Training Program or IFSTA Fire Protection Publications.

INTERNATIONAL FIRE SERVICE TRAINING ASSOCIATION (IFSTA)/ FIRE PROTECTION PUBLICATIONS (Training Manuals):

Essentials of Firefighting and Fire Department Operations, 5th ed., 2008.
Fire and Emergency Services Instructor, 7th ed., 2006.
Fireground Support Operations, 1st ed., 2002.
Fire Inspection and Code Enforcement, 6th ed., 1998.
Pumping Apparatus Driver/Operator, 2nd ed., 2006.

NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) PUBLICATIONS AND STANDARDS:

FIRE PROTECTION HANDBOOK, NFPA, 19th ed., 2003.

FIRE COMMAND, Brunacini, Alan V., NFPA, 2nd ed., 2002.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.